

MEMORANDUM FOR: Deputy Director (Administration)

FROM : Assistant Director (Personnel)

SUBJECT : Recommended Awards for Meritorious Suggestions and Superior Accomplishment

1. The Central Intelligence Agency Efficiency Awards Committee was convened on Thursday, 27 March 1952. Members present were:

25X1A	F. Trubee Davison	- Chairman
	[REDACTED]	- (for Comptroller)
	Wilfred L. Peel	- Chief, Organisation and Methods Service
25X1A	George E. Maloon	- Acting Personnel Director
	[REDACTED]	- Recorder

2. The Committee voted favorable action on the following recommendations:

A. Meritorious Suggestions

25X1A

[REDACTED]  
 Placement Officer (Recruitment), GS-13  
 Personnel Procurement Division  
 Personnel Office

(1) Suggestion: In cases where an applicant obviously cannot be employed by the Agency, record necessary information on a small "Field Reject Card" instead of completing the "Report of Interview" and maintaining an applicant file. This procedure has been in effect in the Personnel Procurement Division, Personnel Office, since 13 February 1952 and is resulting in substantial savings over the previous method.

(2) Award Recommended:

(a) One-step in-grade salary increase

(b) Certificate of Award

(3) Authority: CIA Regulation [REDACTED] Paragraph E (1) (a) (2) 25X1A  
 and Paragraph C (3).

25X1A

STATSPEC

[REDACTED]  
 Office of Operations

(1) Suggestion: Send all telegraphic messages (except those of an urgent nature) at night letter rates when time of trans-

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mission is between 3:30 p.m. and 2:00 a.m. (in time zone of recipient), since delivery of message is not usually made until the following day.

(2) Award Recommended:

(a) A cash award of \$125.00 based upon estimated first year's savings of approximately \$4,000.00.

Yearly cost of 400 messages per month (av.) at full rate approx. \$7,000.00

Yearly cost of 400 messages per month (av.) at night letter rate approx. \$3,000.00

approximate saving \$4,000.00

Cost and volume data were provided by the Finance Office and the Office of Communications.

(b) Certificate of Award

(3) Authority: CIA Regulation [REDACTED] Paragraph C (1) and Paragraph C (3).

25X1A

B. Superior Accomplishment

25X1A

[REDACTED]  
Intelligence Officer (Operations), GS-12  
Far East Division  
Office of Special Operations

25X1A

(1) Accomplishment: In response to a critical shortage of American personnel with knowledge of the Korean language, [REDACTED] developed and implemented a twenty-one-hour Korean language training course. The Committee agrees that this contribution to the training program of the Agency and the resultant beneficial effects on overseas operations represents an outstanding accomplishment and justifies the recommended award.

(2) Award Recommended: One-step in-grade salary increase.

(3) Authority: CIA Regulation [REDACTED], Paragraphs E (1) and E (2) (b).

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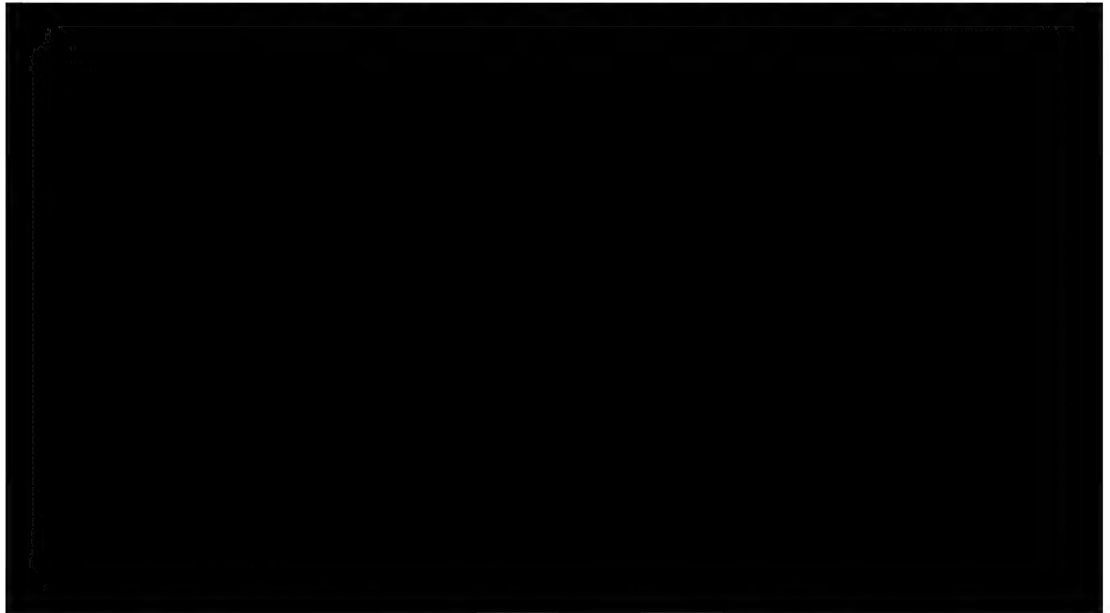
25X1A

[REDACTED]  
Intelligence Officer (Reports), GS-11  
Far East Division  
Office of Special Operations

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25X1A



(2) Award Recommended: One-step in-grade salary increase.

(3) Authority: CIA Regulation [REDACTED], Paragraphs E (1) and E (2) (b).

25X1A

25X1A

[REDACTED] GS-11  
Far East Division  
Office of Policy Coordination

25X1A



(2) Award Recommended: One-step in-grade salary increase.

(3) Authority: CIA Regulation [REDACTED], Paragraphs E (1) and E (2) (b).

25X1A

25X1A

[REDACTED]  
Electronics Engineer, GS-11  
Communications Engineering Branch  
Office of Communications

25X1A

[REDACTED]  
Electronics Engineer, GS-12  
Communications Engineering Branch  
Office of Communications

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25X1A

[REDACTED]  
Communications Officer (Area Chief), GS-15  
Office of Communications

25X1A

[REDACTED]  
Chief, Electrical Engineer, GS-15  
Communications Engineering Branch  
Office of Communications

25X1A

[REDACTED]  
Mechanical Engineer, GS-12  
Communications Engineering Branch  
Office of Communications

(1) Accomplishment: The above-named employees have recently completed the development of technical equipment and techniques which contribute materially to the security of the United States Government communications services and which are of great value to the intelligence effort. The extreme sensitivity of this project makes it neither possible nor advisable to discuss their contribution in greater detail. However, [REDACTED] Assistant Deputy Director for Communications, has presented material to the Committee which substantiates the fact that these five men merit a special recognition of their services.

25X1A

(2) Award Recommended: One-step in-grade salary increase for each employee named above.

(3) Authority: CIA Regulation [REDACTED] Paragraphs E (1) and E (2) (b).

25X1A

3. The Committee recommends your approval of the awards proposed in the foregoing paragraphs.

F. TRUBEE DAVISON

Assistant Director (Personnel)  
Chairman, Efficiency Awards Committee

APPROVED:

WALTER REID WOLF  
Deputy Director  
(Administration)

DCK:ps

Orig & 1 - Addressee  
1 - AD (personnel)  
1 - EAC File ✓

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